

Record of Officer's Decision

The Openness of Local Government Bodies Regulations 2014 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Date of Decision:	29 th October 2026
Decision Maker (Officer):	Kirstin Foley - Economic Growth Officer
Authority for Delegated Decision (Cabinet/Committee Decision or Scheme of Delegation – provide reference):	Part 3, Schedule 3 – Responsibility for Executive Functions delegated to Officers paragraph 4.4 (1) – the Corporate Director has delegated authority to discharge executive functions within their respective service areas (Part 3.48). All delegations are subject to consultation where considered appropriate in the circumstances (paragraph 4.4 (4(ii) – Part 3.48).
Identify which Portfolio Holder(s)/Committee Chairman consulted?	Cllr. Mark Stephenson - Leader & portfolio for Finance & Governance, confirmed via email.
Ward Member(s) consulted?	N/A
Is it a Key Decision?	No
Is it subject to call-in?	No
Decision Made:	To approve the payment of a grant through the Capital Shopfront Improvement Grant Scheme via the Community Regeneration Partnership (CRP) to Johns Fish Bar, 23 Rosemary Road, Clacton on Sea, Essex CO15 1PA, despite only receiving one viable quotation that meets the requirements needed due to the property being in a Conservation Area.
Reason for Decision (if a report was produced to support the Decision, refer to or attach it):	<p>To approve the grant with only one viable quotation has been made due to the specialist nature of the works required. As the property is located within Clacton's Conservation Area, any improvements must preserve the character and appearance of the traditional shopfront, which is both a planning requirement and important in maintaining the heritage and visual quality of the town centre.</p> <p>Significant refurbishment is required to the timber framework and louvred windows, and it has proven difficult to identify contractors with the specialist carpentry skills necessary to undertake the</p>

	<p>works on a like-for-like basis. Despite extensive efforts by both the business owner and the Council to obtain multiple quotations, only two contractors were willing to consider the project and only one contractor, Glen Baker & Sons Ltd, submitted a compliant quotation once advised that the original louvred design must be retained.</p> <p>Given the specialist conservation requirements of the project, the lack of alternative compliant quotations, and the need to ensure the shopfront is restored to an appropriate standard, it has been determined that Glen Baker & Sons Ltd is the only viable contractor for the works. In addition, the Leader of the Council, Cllr Mark Stephenson, has been consulted and has agreed to allow the grant to be paid with only receiving the one quotation.</p>
Highlight any associated risks/finance/legal/equality considerations:	As in the constitution an exemption is not needed as the grant is under the £50,000.00 threshold.
NEW : Details of Local Government Reorganisation and/or Devolution considerations	<p>On 7th September 2026, the Secretary of State for Housing, Communities and Local Government announced in Parliament that a review of the Local Government Reorganisation programme was commencing and that the decision made in March 2026 for Greater Essex (and other areas) had been withdrawn in light of new legal advice. Following this announcement, local authorities received correspondence from the Minister of Housing, Communities and Local Government requesting that until this review has concluded, Councils cease work on implementing the decisions that have previously been announced. The timetable for completion of the review is unknown at this time.</p> <p>This proposal is not impacted by MHCLG's request, as it as the grant scheme is part of the ongoing CRP</p>
Details of any Alternative Options Considered and rejected (together with reasons):	<p>The option of obtaining additional quotations was tried on several occasions via different contractors but was unsuccessful. Extensive efforts were made by both the applicant and the Council to identify other suitable contractors; however, due to the specialist nature of the works and the requirement to preserve the historic features of a property located within a Conservation Area, it proved difficult to secure contractors with the necessary skills and experience. As a result, only one compliant quotation was received.</p> <p>The option of refusing or withholding the grant due to the absence of multiple quotations was also considered and rejected. This was deemed unreasonable, as the lack of alternative quotations is not a result of any action or omission by the applicant, but rather the limited availability of suitably qualified contractors able and willing to undertake the conservation-related works. Refusing the grant in these circumstances would unfairly disadvantage the business owner and could prevent the necessary improvements from being</p>

	carried out, contrary to the objectives of the Shopfront Improvement Grant Scheme.	
Details of any declarations of interest (by Portfolio Holder/Committee Chairman who was consulted by the officer, which related to the decision) If relevant, a note of the dispensation granted by the Monitoring Officer:	N/A	
Reason Decision, or supporting Report, is not published: <i>Tick one or more of the specific exemptions,</i> <u>and</u> <i>Give more information in the final box with regards to why the exemption applies and outweighs the public interest test (which is in favour of disclosure).</i>	✓	Not applicable – Decision to be published.
	If Report is not to be published – tick one of the following boxes:	
		The report supporting the Decision contains confidential information
		The Report supporting the Decision falls within an exemption pursuant to Schedule 12A of the Local Government Act 1972 Information:
		<ul style="list-style-type: none"> • Relates to an individual
		<ul style="list-style-type: none"> • Likely to reveal the identity of an individual
		<ul style="list-style-type: none"> • Relating to financial or business affairs of a person or organisation
		<ul style="list-style-type: none"> • Relates to a claim for legal professional privilege in legal proceedings
		<ul style="list-style-type: none"> • Reveals that the Council proposes to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or to make an order or direction under any enactment
		<ul style="list-style-type: none"> • Relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime
<u>And</u> is exempt if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information Reasons:		

Officers

Signed: Kirstin Foley

Title: Economic Growth Officer

In consultation with: Cllr. Mark Stephenson, Leader & portfolio for Finance & Governance